

**AGENDA
HAMPTON ROADS
CITIZEN TRANSPORTATION ADVISORY COMMITTEE
January 10, 2013**

**CALL TO ORDER 12:00 P.M.
The Regional Building Board Room
723 Woodlake Drive, Chesapeake, Virginia**

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT PERIOD (Limit: 5 minutes per individual)**
- 3. SUBMITTED PUBLIC COMMENTS**
- 4. APPROVAL OF AGENDA**
5. Summary Minutes of the November 8, 2012 CTAC Meeting
6. CTAC Bylaws: Amendment
7. 2040 Long-Range Transportation Plan Visioning Survey: Preliminary Findings
8. FY 2014 Unified Planning Work Program – Planning Priorities: Draft
9. CTAC Membership Update
10. Future CTAC Meeting Agenda Items
11. For Your Information
12. Old/New Business
13. Adjournment

AGENDA ITEM #1: CALL TO ORDER

The meeting will be called to order by the Chair at approximately 12:00 p.m.

AGENDA ITEM #2: PUBLIC COMMENT PERIOD

Members of the public are invited to address the CTAC. Each speaker is limited to five minutes.

AGENDA ITEM #3: SUBMITTED PUBLIC COMMENTS

There are no written public comments.

AGENDA ITEM #4: APPROVAL OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires an action from the CTAC should be submitted at this time, as opposed to under "Old/New Business".

AGENDA ITEM #5: SUMMARY MINUTES OF THE NOVEMBER 8, 2012 CTAC MEETING

SUBJECT:

Summary Minutes of the November 8, 2012 CTAC meeting.

BACKGROUND:

Summary Minutes of the Citizen Transportation Advisory Committee meeting held on November 8, 2012.

Attachment 5

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the
HRTPO Citizen Transportation
Advisory Committee (CTAC) Meeting
November 8, 2012**

The HRTPO Citizen Transportation Advisory Committee (CTAC) Meeting was called to order at 5:11 p.m. in the Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

HRTPO CTAC Members in Attendance:

William Harrison, Chair (VB)	Randy Lassiter (NO)
Shepelle Watkins-White, Vice-Chair (CH)	Randy Lougee (NO)
Bernie Whitlock (CH)	James Openshaw (NO)
Philip Olekszyk (GL)	Kirsten Tynch (PO)
Sharyn Fox (NN)	John Malbon (VB)
Yukari Hughes (NN)	Carolyn McPherson (VB)
William Christopher (NO)	Henry Lewis (YK)

HRTPO CTAC Members Absent:

Roberta Edwards (CH)	Kristen Wells (PO)
Mary Tedder (HA)	Richard Green (SU)
Michael Jones (IW)	Wanda Cooper (VB)
Don Cherry (JC)	Delceno Miles (VB)
Ricky Clifton (NN)	Dewey Hurley (WM)
Howard Manly (NN)	

OTHER PARTICIPANTS

Tony Kinn (OTP3)
Frank Fabian (VDOT)
Eric Stringfield (VDOT)

HRTPO Staff:

Brian Chenault	Kendall Miller
Dwight Farmer	Camelia Ravanbakht
Brian Miller	

Public Comment Period

There was no public comment.

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda Summary Minutes of July 12, 2012 CTAC Meeting

Chair Harrison asked for any additions or deletions to the agenda. Ms. Fox asked to amend Item 6, *CTAC Bylaws: Amendment* in order to discuss a change in meeting time.

Chair Harrison asked for any additions or corrections to the July 12, 2012 minutes. Hearing none, Ms. Tynch Moved to approve the minutes as written and to approve the agenda with the one amendment; seconded by Ms. Fox. The Motion Carried.

Summary Minutes of September 13, 2012 CTAC Meeting

Chair Harrison asked for any additions or corrections to the September 13, 2012 minutes. Hearing none, Ms. Fox Moved to approve the minutes as written; seconded by Mr. Whitlock. The Motion Carried.

CTAC Bylaws: Amendment

Chair Harrison reported that at the July 12, 2012 CTAC meeting, Vice-Chair Watkins-White initiated a motion to amend the Bylaws to change the bi-monthly CTAC meetings to quarterly. He explained the bi-monthly meetings were staff intensive and attendance has been poor. He stated HRTPO staff created a spreadsheet composed of member attendance and under his authority as Chair; he is requesting a conference call with HRTPO Chair Ward, Mr. Farmer, Ms. Ravanbakht, Vice-Chair Watkins-White, and himself to discuss replacing those CTAC members who are not active. In addition, legal counsel has advised staff the bylaws cannot be amended unless 66% of CTAC members vote affirmatively. He indicated the CTAC has never convened a meeting with 66% of its members present.

Ms. McPherson asked if CTAC members could vote by mail or email. Chair Harrison replied the Freedom of Information Act (FOIA) requires members be in attendance to vote since CATC meetings are open to the public.

Chair Harrison reiterated his support of quarterly CTAC meetings, stating it may increase attendance. He commented the meetings should be convened at The Regional Building in Chesapeake as all other HRTPO Committee meetings are held there. There are several advantages to holding CTAC meetings at the Regional Building, including more HRTPO staff availability, recording capabilities, and consistency in location.

Ms. Fox agreed and indicated the meetings should be held at The Regional Building; however, she recommended changing the meeting time from 5:00 p.m. to 12:00 p.m. She noted that 5:00 p.m. is the worst travel time in the area.

Ms. Hughes expressed concern over daytime meetings noting it would require her to take leave from work to attend.

Mr. Whitlock commented when a new member is appointed, the importance of regular attendance should be emphasized.

Ms. Fox believed expectations were clear and members should be prepared to participate on a regular basis.

Chair Harrison thanked the CTAC members for their input; however, since a vote to amend the bylaws would require 17 CTAC members (66%) voting affirmatively and with only 14 members present, a vote could not be taken at this meeting.

Ms. Tynch asked if it would be in accordance with the bylaws if the CTAC members agreed to meet at 12:00 p.m. for only the January meeting and place the amendment on the January Agenda. Chair Harrison replied affirmatively.

Ms. Tynch Moved to convene the January CTAC meeting at 12:00 p.m. on the second Thursday at the Regional Building; seconded by Ms. McPherson. The Motion Carried.

Chair Harrison requested HRTPO staff transmit an email to all CTAC members informing them of the time change for the January 10, 2013 meeting. He also requested Mr. Farmer set up a conference call with Mayor Ward to discuss appointing new members to replace those who are not actively participating.

Ms. Fox Moved to publicize her written amendment on the HRTPO website stating that CTAC will attempt to vote in January on the proposed 12:00 p.m. start time for all CTAC meetings to be held on the second Thursday of each quarter at the Regional Building; seconded by Mr. Christopher. The Motion Carried.

U.S. Route 460 Project Briefing: OTP3

Mr. Tony Kinn, Director of the Office of Transportation Public-Private Partnerships (OTP3), and Mr. Frank Fabian, Special Projects Manager (VDOT) were introduced to provide an overview of the Route 460 project. Mr. Kinn stated it will be a four-lane, divided highway, stretching 55 miles, with two termini, and seven interchanges. Business U.S. Route 460 will still be available to travelers as a free alternative.

The project will address needed improvements and current transportation challenges associated with the existing U.S. Route 460, including:

- Travel Time Reliability
- Economic Development
- Safety
- Increasing Freight Movements
- Hurricane Evacuation Capability
- Military Strategic Connectivity

The new Route 460 will be an alternative to I-64 when travelling to Richmond and will save approximately 20 minutes.

Comparing Route 460 to other alternatives, it is a much less expensive undertaking. Cost analyses for Route 460 and the alternatives are as follows:

- I-64 Peninsula (widening to 6 lanes from Richmond to Hampton) plus improvements to the Hampton Roads Bridge Tunnel (HRBT) – \$9.6 to \$10.7 billion
- I-64 Peninsula (widening to 6 lanes from Richmond to Hampton) plus construction of Patriots Crossing – \$9.8 to \$10.4 billion
- Route 460 – \$1.396 billion

Mr. Kinn indicated the economic impact of the project would have positive results on the region by generating approximately 4,000 jobs during construction and 14,000-plus jobs long-term. At least 33% of the contractors will be from local Disadvantaged Business Enterprises (DBE) and Small, Women, and Minority (SWAM) Businesses. The corridor is intended to attract new businesses and also boost tourism.

The project cost, set at \$1.396 billion, has the following funding sources:

- VDOT – \$930 million
- Virginia Port Authority – \$250 million
- Private sector tax-exempt bonds – \$216 million

Mr. Kinn noted public subsidy from VDOT and the Virginia Port Authority will decrease should VDOT secure a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan.

The project will have three main partners:

- VDOT, who will maintain and operate the road
- U.S. 460 Mobility Partners, a joint venture between Ferrovial and American Infrastructure who will be responsible for designing and building the road utilizing a design-build contract
- 63-20 Corporation, who will issue tax exempt bonds

The route will be electronically tolled through E-ZPass at 6.7 cents per mile for cars and 21.3 cents per mile for trucks. Tolls will commence in 2018 and will be escalated at 3.5 % annually.

Through the PPTA process, the Commonwealth transfers significant risk to the private sector and is able to prohibit cost overruns and/or schedule delays.

Mr. Kinn stated public meetings and outreach will be conducted throughout the term of design and construction. The right-of-way process will occur following the design public hearings and will adhere to all federal and state right-of-way acquisition regulations. Construction should begin in 2014 with the roadway open to traffic in 2018.

Chair Harrison inquired as to the consequences the new project would have on the businesses along the existing Route 460. Mr. Kinn replied he was unsure; however, since the project will bring more traffic to the area, it should not affect them negatively.

Mr. Farmer asked whether the cost on Alternative 1 included all improvement to the HRBT. Mr. Kinn replied affirmatively.

Mr. Farmer asked for the cost estimate if only I-64 was widened and no improvements were made to the HRBT. Mr. Kinn replied the cost would be approximately three quarters less than the original \$10 billion.

Ms. Fox inquired as to whether VDOT was confident in achieving the DBE/SWAM goal. Mr. Kinn stated the objectives will be met; if not, it will be investigated.

Ms. Fox asked if VDOT has researched the number and availability of such firms. Mr. Fabian replied VDOT has organized a huge outreach effort, both within the area and outside the region. Mr. Kinn indicated there must be consistency in the process for the P3 program and the Commonwealth to move forward with mega projects

Mr. Malbon inquired to the increase in cost in order to recruit the DBE/SWAM firms. Mr. Fabian replied the firms cannot exceed cost put out for bid.

Ms. McPherson asked what percentage of freight traffic will shift to the new Route 460. Mr. Kinn replied he was unsure; however, he gave an estimate of 7,000 (60%) trucks per day.

Mr. Openshaw asked whether the Commonwealth received the best bargain for its taxpayers. Mr. Kinn answered affirmatively.

Mr. Openshaw commented that within the public sector, competition drives the bids down and this project seems severely limited due to acceptance of only three proposals on the P3 project.

Mr. Farmer stated he sat on two independent reviews panels for Route 460 and the original price estimate for the project was over \$2 billion, so the cost has been significantly reduced.

Mr. Kinn noted Route 460 is probably the toughest project his office will undertake.

Mr. Openshaw inquired about the Army Corps of Engineer permits. Mr. Fabian replied a letter is expected from them next week.

Mr. Whitlock asked whether the design contained any possibility to incorporate rail in the future. Mr. Fabian replied the median will not accommodate rail; however, a rail line could possibly be constructed adjacent to the roadway.

2040 Long-Range Transportation Plan: Visioning Survey

Ms. Miller reported the survey is intended to kick-off the visioning process for the 2040 Long-Range Transportation Plan (LRTP), obtaining public input that will be used to identify regional transportation needs and priorities that impact the region's economic vitality and quality of life. The survey questions cover a broad range of issues pertaining to transportation in the region, such as congestion, rising costs of transportation, and access to public transportation. The development of the LRTP is a four-year process and the efforts during the first year focus on ways to involve and engage the public.

In order to better inform the public about the survey, the HRTPO is placing 400,000 ads in the Virginian-Pilot, two million on Facebook, and distributing 30,000 bookmarks to area libraries. The survey will be available from November 15 – December 15, 2012 and takes approximately five minutes to complete.

Mr. Olekszyk asked how the results would be utilized. Ms. Ravanbakht replied the results will be used for the 2040 LRTP vision and goals.

HRTPO Meeting Place Map

Mr. Chenault reported the purpose of the HRTPO Meeting Place Map is to:

- Further HRTPO public involvement and outreach goals
- Promote a transparent, inclusive process
- Provide familiar, accessible, and convenient public meeting facilities

Using Google Maps technology, the Public Meeting Map displays libraries, community/recreation centers, and other facilities throughout Hampton Roads that the HRTPO may have public meetings at in the future. The Map acts as a resource to HRTPO staff, the public, and member localities, and users can view facilities by location and type and acquire detailed facts about each, including transit and accessibility information.

Mr. Chenault stated HRTPO staff will consistently update the map to ensure accuracy for the public and identify additional facilities as they become available.

Ms. Fox asked whether the map would be mobile friendly. Mr. Chenault replied he was unsure.

Passenger Rail Update: HRTPO Briefing

Ms. Ravanbakht reported there are several initiatives in Hampton Roads pertaining to Passenger Rail:

- Amtrak to Norfolk Passenger Rail
- Richmond/Hampton Roads Passenger Rail Study
- HRTPO Passenger Rail Study
- Virginia Beach Extension Study

The Amtrak to Norfolk Passenger Rail is a state-led effort by the Virginia Department of Rail and Public Transportation (DRPT), in coordination with Norfolk Southern, CSX, and Amtrak to extend Richmond's Amtrak Virginia regional service to Norfolk. When complete, commuters will have a one-seat ride from Norfolk to Washington, D.C., Baltimore, New York City and as far north as Boston. Service to Norfolk will commence on December 12, 2012.

Ms. Ravanbakht stated the Richmond/Hampton Roads Passenger Rail Study is a state-led effort by DRPT, investigating higher speed rail service. It is currently under study and the Final Tier I Environmental Impact Statement (EIS) was approved by the Federal Railroad Administration (FRA) in August 2012 with a Record of Decision (ROD) expected forthwith.

The HRTPO Passenger Rail Study is a regional-led effort which began in 2009 with an HRTPO Board-approved resolution. In Spring 2010, the Board retained the services of Transportation Economic Management & Systems, Inc. (TEMS) to initialize a regional Vision Plan for high-speed passenger rail on a dedicated track. The project is currently in the Data Collection phase for the Service Development Plan.

Ms. Ravanbakht indicated the Virginia Beach Extension Study is a joint state/regional-led effort. Hampton Roads Transit (HRT) is conducting this study to examine the best transit options for the City of Virginia Beach. Currently, the Alternatives Analysis and a Supplemental Draft Environmental Impact Statement (SDEIS) are underway.

Ms. Watkins-White asked for the Amtrak train departure time out of Norfolk. Ms. Ravanbakht replied the train will depart at 4:45 a.m. and arrive in Washington, D.C. at 9:00 a.m.

Ms. Watkins-White inquired as to the certainty of the proposed Norfolk train station. Ms. Ravanbakht replied the Tier 2 EIS will determine the exact location.

Mr. Olekszyk asked for the results of the Light Rail Transit (LRT) vote by the citizens of Virginia Beach. Ms. McPherson stated the referendum affirmatively carried 89 out of the 94 precincts.

Future CTAC Meeting Agenda Items

Chair Harrison highlighted the agenda items for the January 2013 CTAC meeting

For Your Information

Chair Harrison noted the items in the For Your Information section of the agenda packet.

Old/New Business

There was no Old/New Business.

Adjournment

With no further business to come before the Citizen Transportation Advisory Committee, the meeting adjourned at 6:50 p.m.

AGENDA ITEM #6: CTAC BYLAWS: AMENDMENT

SUBJECT:

Amendment to Article V Section 5.01 Regular Meetings of the HRTPO CTAC Bylaws regarding the frequency, location, and time of the HRTPO CTAC meetings.

BACKGROUND:

A series of proposed amendments to the HRTPO Citizen Transportation Advisory Committee (CTAC) Bylaws regarding the frequency, location, and time of the meetings have been placed in writing and presented to the CTAC. At the September 13, 2012 CTAC meeting, Mr. Will Christopher, CTAC member, requested in writing that the HRTPO CTAC change its meeting frequency from bi-monthly to quarterly and that all meetings be held at the Regional Building in Chesapeake. The proposed amendment was made available for public review from September 27, 2012 to October 11, 2012. No public comments were received.

At the November 8, 2012 CTAC meeting, the amendment was not able to be approved as the two-thirds quorum required by the HRTPO CTAC Bylaws to approve subsequent amendments was not present. Also at the November 8, 2012 meeting, Ms. Sharyn Fox, CTAC member, requested in writing that the HRTPO CTAC change its meeting time from 5:00 p.m. to 12:00 p.m. The proposed amendment was made available for public review from November 13, 2012 to November 27, 2012. No public comments were received. Ms. Kirsten Tynch, CTAC Member, initiated a motion to move the January 10, 2013 CTAC meeting from 5:00 p.m. to 12:00 p.m. and hold the meeting in the Regional Building Board Room versus the HRT Boardroom in the City of Hampton, as CTAC attendance is statistically higher when meetings are held in the Regional Building Board Room. A vote was taken and the Motion carried.

Ms. Camelia Ravanbakht, Deputy Executive Director, will brief the CTAC on this item.

Attachment 6

RECOMMENDED ACTION:

Approve the following amendment to the HRTPO CTAC Bylaws:

***5.01 Regular Meetings.** Regular meetings of the CTAC shall be held **quarterly**, at **12:00 p.m.** on the second Thursday of **January, April, July, and October** of each year. Meetings shall be held in the **Regional Building in Chesapeake**. The CTAC may change the date, time, or location of any regular meeting at any prior meeting and may adjourn any meeting from time-to-time.*

Bylaws of the HRTPO

Citizen Transportation Advisory Committee

ARTICLE I. PREAMBLE

The Citizen Transportation Advisory Committee (CTAC) serves as an advisory committee to the Hampton Roads Transportation Planning Organization (TPO). *The mission of the Hampton Roads Citizen Transportation Advisory Committee (CTAC) is to provide the Hampton Roads Transportation Planning Organization (HRTPO) with a citizen's viewpoint on regional transportation issues, strategies, funding, priorities, and the decision-making process of the HRTPO. The CTAC will serve as a strong advocate on behalf of citizens by listening to their viewpoints and helping to have their voices heard by the HRTPO leadership and decision makers. The CTAC Chair, as a nonvoting member of the HRTPO Board, will have the responsibility of communicating the work of the CTAC back to the HRTPO Board.*

In the event of any conflict between these bylaws and those of the TPO, the TPO bylaws shall prevail.

ARTICLE II. DEFINITIONS

Citizen Transportation Advisory Committee (CTAC) – The advisory committee appointed by the Hampton Roads Transportation Planning Organization (TPO) to serve in an advisory capacity to the TPO. The CTAC's purpose is to provide public input to the TPO Board on transportation issues.

Hampton Roads Transportation Planning Organization (TPO) – The MPO for the Hampton Roads MPA.

Metropolitan Planning Area (MPA) – The geographical area determined by agreement between the MPO for the area and the Governor and in which the metropolitan transportation planning and programming process is carried out.

Metropolitan Planning Organization (MPO) – The policy board of an organization created and designated to carry out the metropolitan transportation planning and programming process. The Hampton Roads TPO is the MPO for the Hampton Roads MPA.

Metropolitan Planning Agreement – A written agreement among the MPO, State, and public transportation operators serving the MPA that identifies the mutual responsibilities of those entities in carrying out the metropolitan transportation planning and programming process.

Metropolitan Transportation Planning and Programming Process – The federally-mandated continuing, cooperative, and comprehensive transportation planning and programming process that results in plans and programs that consider all surface transportation modes and supports metropolitan community goals.

Planning District Commission (PDC) – A political subdivision of the Commonwealth of Virginia chartered under the Regional Cooperation Act by the local governments of each planning district. The purpose of PDCs is to encourage and facilitate local government cooperation and state-local cooperation in addressing regional problems of greater than local significance.

Transportation Management Area (TMA) – An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

Urbanized Area (UZA) – A geographical area with a population of 50,000 or more, as designated by the Bureau of the Census.

Unified Planning Work Program (UPWP) – A statement of work identifying the planning priorities and activities to be carried out within the metropolitan planning area. A UPWP includes a description of the planning work and resulting products, and specifies who will perform the work, time frames for completing the work, and the source(s) of funds.

ARTICLE III. MEMBERSHIP

3.01 General. The CTAC shall consist of up to thirty (30) members, each of whom shall be a resident of a TPO-member locality. The TPO member localities are: the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, as well as the Counties of Gloucester, Isle of Wight, James City, and York. Members shall be appointed by the TPO Board based on recommendations from the TPO Nominating Committee.

3.02. Terms. Initial terms shall be staggered: one-third of the members shall be appointed for one-year terms; one-third of the members shall be appointed for two-year terms; and one-third shall be appointed for three-year terms. In the event that an appointed member does not complete his or her term, then the TPO Nominating Committee shall recommend a replacement for appointment by the TPO Board to serve the unexpired portion of the term. No member shall serve more than two successive terms (even if one of the terms was for less than three years).

ARTICLE IV. VOTING

4.01 General. A motion that has been made and seconded may be approved by a majority vote of the members present, provided, however, that a quorum of a majority of the appointed members is present for the vote. If a quorum is not present, then the vote must be delayed until such time as a quorum is present, or the vote may be held at a subsequent meeting at which a quorum is present.

4.02 Reconsideration. Any member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken. Alternatively, such a member may make a motion to reconsider at the next regularly scheduled meeting, but only if the member informed the Chair and the Executive Director, in writing, within three business days of the publication of the minutes, of the member's intention to make the motion to reconsider. The Executive Director shall provide a copy of any such written notice to all CTAC members. A motion to reconsider cannot be renewed if it has been voted on and defeated, except by unanimous consent of those present at the meeting.

ARTICLE V. MEETINGS

5.01 Regular Meetings. Regular meetings of the CTAC shall be held quarterly, at 12:00 p.m. on the second Thursday of January, April, July and October of each year. Meetings shall be held in the Regional Building in Chesapeake. The CTAC may change the date, time or location of any regular meeting at any prior meeting and may adjourn any meeting from time-to-time.

5.02 Special Meetings. Special meetings of the CTAC may be called by the Chair at the Chair's discretion upon five (5) business days notice to all members, of the time, place and purpose of the special meeting. In accordance with the provisions of the Virginia Freedom of Information Act, public notice of special meetings shall be given contemporaneously with the notice provided to CTAC members (ref.: Va. Code § 2.2-3707). The contents of the notice and the locations for notice placement shall be as set forth below in subsection 5.04.

5.03 Quorum. A majority of the appointed members of the CTAC shall constitute a quorum for the transaction of business.

5.04 Notices. Public notice of each regular CTAC or subcommittee meeting shall be given not less than three (3) business days prior to the date of such meeting, in accordance with the provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707). Such notice shall provide the date, time, and location of the meeting and shall be posted in both the reception area of the Regional Building in Chesapeake and the administrative offices of the Hampton Roads Planning District Commission. Notice also shall be posted on the TPO Web site and, if feasible, in TPO newsletters. Staff is also charged on an on-going basis with improving and further disseminating notice of meetings in order to encourage and facilitate public participation.

5.05 Meetings Open to the Public. In accordance with the provisions of the Virginia Freedom of Information Act (the "Act"), all meetings of the CTAC or any subcommittees established by the CTAC shall be open to the public unless lawfully convened into a closed session in accordance with the Act (ref.: Va. Code §§ 2.2-3707 and 2.2-3712). No meeting during which CTAC or TPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled. In accordance with the Act, a "meeting" is any gathering of three or more members of the CTAC or any CTAC-appointed subcommittee (unless the subcommittee has only three members, in which case the gathering of two members shall constitute a "meeting") (ref.: Va. Code § 2.2-3701).

5.06 Public Comment. Time shall be allotted for public comment regarding transportation issues at CTAC meetings. Any person desiring to address the CTAC shall register with the staff of the TPO Executive Director prior to the opening of the meeting. The time limit for speakers is five (5) minutes per person. The Executive Director of the TPO shall assign a staff member to keep time for each speaker. Time cannot be pooled or assigned to any person other than the person who registered to speak. A member of the public may submit written comments or other materials to the Executive Director for distribution to the CTAC.

5.07 Minutes and Materials Furnished to Members. Minutes shall be recorded at all open meetings, and at least one copy of all agenda packets and all materials furnished to members of the CTAC shall be made available for public inspection at the same time such documents are furnished to members of the CTAC, and, when feasible, shall be posted on the TPO Web site prior to the meeting (ref.: Va. Code § 2.2-3707). Minutes shall include a record of any votes taken.

ARTICLE VI. OFFICERS AND DUTIES

6.01 Officers. The officers of the CTAC shall consist of a Chair and Vice-Chair.

6.02 Chair. The TPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term. The Chair shall preside at all meetings of the CTAC at which the Chair is present, and shall vote as any other CTAC member. The Chair shall have all of the powers and duties customarily pertaining to the office of Chair and shall sign official documents of the CTAC and perform such further duties as may be assigned to the Chair by the TPO Board.

6.03 Vice-Chair. The Vice-Chair shall be a CTAC member and, in the event of the absence of the Chair, or of the Chair's inability to perform any of the duties of the office of the Chair or to exercise any of the Chair's powers, shall perform such duties and possess such powers as are conferred upon the Chair until such time as the Chair's inability to perform has ceased or a new Chair is appointed by the TPO Chair. The Vice-Chair shall perform such other duties as may from time-to-time be assigned to the Vice-Chair by the CTAC Chair, the TPO Chair, or the TPO Board. The Vice-Chair shall be elected by the CTAC members, and the Vice-Chair's term of office shall coincide with that of the current Chair, provided the Vice-Chair's term shall end notwithstanding the foregoing on the expiration of the Vice-Chair's term as a member of the CTAC.

ARTICLE VII. SUBCOMMITTEES

7.01 Subcommittees. The CTAC Chair may create standing or ad hoc subcommittees from time to time as circumstances warrant. Only CTAC members may serve on subcommittees, and the CTAC Chair shall appoint the members who serve on the subcommittees.

7.02 Subcommittee Meetings. The meetings of any standing or ad hoc subcommittee shall be open to the public as described in subsection 5.05, and public notice of such meetings shall be provided as described in subsection 5.04.

ARTICLE VIII. STAFF

8.01 Executive Director/Secretary. The Executive Director of the TPO shall provide staff support to the CTAC and shall plan, organize and direct the activities of the staff in support of the mission and the directions of the TPO Board. As needed, the Executive Director/Secretary shall work in coordination with the CTAC Chair to prepare the agendas for CTAC meetings.

ARTICLE IX. PROCEDURES

9.01 Parliamentary Procedure. Except as otherwise provided in these rules, the most recent edition of *Roberts – Rules of Order*, shall be used to conduct all meetings of the TPO and its subcommittees.

9.02 Governmental Agency and Public Body. The CTAC is an “advisory agency,” as that term is used in the State and Local Government Conflict of Interests Act, and it is a “public body,” as that term is used in both the Virginia Freedom of Information Act and the Virginia Public Procurement Act (ref.: Va. Code §§ 2.2-3101, -3701, and -4301). Accordingly, CTAC members shall be subject to the state laws and regulations that govern governmental advisory agencies and public bodies in Virginia, including the Virginia Freedom of Information Act, the State and Local Government Conflict of Interests Act, and the Virginia Public Procurement Act, except where specifically exempted by act of the General Assembly.

ARTICLE X. SUBSEQUENT AMENDMENTS

Any CTAC member may propose amendments to these bylaws by placing such proposed amendments in writing before the CTAC at a CTAC meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the written amendments were provided to the CTAC. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of 2/3 of the members appointed to the CTAC, as well approval by the TPO Board prior to effective date thereof.

ARTICLE XI. EFFECTIVE DATE

The foregoing bylaws of the HRTPO Citizen Transportation Advisory Committee were adopted by a duly constituted meeting of the HRTPO Board on June 16, 2010, and amended by the HRTPO Citizen Transportation Advisory Committee at its duly constituted meeting on _____, 2012, following approval by the HRTPO Board at a duly constituted meeting on _____, 2012.

AGENDA ITEM #7: 2040 LONG-RANGE TRANSPORTATION PLAN VISIONING SURVEY: PRELIMINARY FINDINGS

SUBJECT:

The 2040 Long-Range Transportation Plan Visioning Survey is now closed and intermediate findings have been compiled.

BACKGROUND:

On December 31, 2012, the Long-Range Transportation Plan (LRTP) Visioning Survey came to a close. Over 1,800 responses were collected from across the region. The survey was used to kick off the visioning process for the 2040 LRTP, entitled *Navigating the Future to 2040*, and was helpful in obtaining public input that will be used to identify regional transportation needs and priorities. The survey questions covered broad issues on transportation in the region, such as congestion, rising costs of transportation, and access to public transportation.

Findings of the survey are being analyzed and a full report will be presented to the HRTPO Board at its March 21, 2013 meeting.

Ms. Dale Stith, Senior Transportation Planner, will brief the CTAC on this item.

RECOMMENDED ACTION:

For discussion and informational purposes.

AGENDA ITEM #8: FY 2014 UNIFIED PLANNING WORK PROGRAM – PLANNING PRIORITIES: DRAFT

SUBJECT:

Establishing regional planning priorities for the next UPWP.

BACKGROUND:

In addition to detailing the work associated with HRTPO core functions – the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Congestion Management Process (CMP), and Public Participation – federal regulations state that the Unified Planning Work Program (UPWP) shall include a discussion of the planning priorities facing the metropolitan planning area (MPA). It is in the determination of these planning priorities that the HRTPO Board ensures its vision and goals are carried forward in the UPWP.

The regional planning priorities in the current (FY 2013) UPWP are:

- Transportation Programming
- Military Transportation Needs
- Passenger Rail
- Regional Freight Planning

Potential planning priorities for consideration for the FY 2014 UPWP are included in the attachment.

Ms. Camelia Ravanbakht, Deputy Executive Director, will brief CTAC on this item.

Attachment 8

RECOMMENDED ACTION:

Review the attached planning priorities and submit comments to Mike Kimbrel, mkimbrel@hrtpo.org, by COB on Wednesday, January 16, 2013.

FY 2014 Unified Planning Work Program

Planning Priorities for Hampton Roads

In addition to detailing the work associated with HRTPO core functions – the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Congestion Management Process (CMP), and Public Participation – federal regulations state that the UPWP for MPOs designated as Transportation Management Areas (TMA) shall include a discussion of the planning priorities facing the metropolitan planning area. It is in the determination of these planning priorities that the HRTPO Board ensures its vision and goals are carried forward in the UPWP. Establishing clear direction from the HRTPO Board regarding its priorities allows the HRTPO staff to ensure that limited resources (manpower, funding) are properly allocated in the UPWP.

The HRTPO staff recommends consideration of the following in setting planning priorities for the Hampton Roads MPA for FY 2014:

- **Transportation Programming**
 - Continue to strive for equity in statewide discretionary transportation funding.
 - Encourage further integration of MPOs early in the SYIP development process.
 - Continue to improve the transparency, accuracy, and user-friendliness of the HRTPO TIP.
- **Passenger Rail and Public Transit**
 - Continue to support the improvement of passenger rail service to Hampton Roads.
 - Continue to support the establishment of high-speed passenger rail service to Hampton Roads.
 - Institute a more comprehensive multimodal approach during the development of the 2040 LRTP.
 - Demonstrate that the financial needs of transit providers pertaining to system maintenance and preservation, as well as state of good repair, are being reasonably met as part of the fiscal constraint requirements of the TIP.
- **Regional Freight Planning**
 - Continue to consider and incorporate freight as a critical element of the region's transportation planning process.
 - Continue to incorporate short and long-term needs and improvements to the transportation system that will promote the safe, secure, fast, and efficient movement of goods.
- **Active Transportation Planning**
 - Build on the information provided by the Active Transportation Research Scan completed during FY 2013 by beginning work on a regional Active Transportation plan.
- **Alternatives for Funding Transportation Projects**
 - Study the effects of tolling on the movement of people and goods.
 - Look into other possible alternatives for funding improvements to the transportation system.

AGENDA ITEM #9: CTAC MEMBERSHIP UPDATE

SUBJECT:

Welcome and introduce CTAC's two newest members, discuss current vacancies and eligible member seats up for renewal in March 2013.

BACKGROUND:

In 2012, the CTAC added two new members to its Committee:

- Teresa Schmidt – Hampton
- Jay Ford – Virginia Beach

These members will receive official HRTPO Board approval at its January 17, 2013 meeting.

Vacancies representing the Cities of Newport News (1), Poquoson (1), Portsmouth (1), and Virginia Beach (1) still remain. The HRTPO began accepting applications to fill these vacancies on December 12, 2012.

The first term of membership for 11 HRTPO Citizen Transportation Advisory Committee (CTAC) members will come to a close in March 2013. According to Article III Section 3.02 Terms of the HRTPO CTAC Bylaws, members are eligible to serve an additional successive term of three years. Members eligible for a second term will be sent a letter in January 2013 to determine their desire to continue membership with CTAC for another term.

Ms. Camelia Ravanbakht, Deputy Executive Director, will speak regarding this item.

Attachment 9

RECOMMENDED ACTION:

For discussion and informational purposes.

Membership Status of CTAC Members

As of March 2013

Member	Locality	Term (1st or 2nd)	Time Remaining in Current Term	Current Term Expires
Cherry, Don	James City	1st	3 months	March 2013*
Christopher, Will	Norfolk	1st	3 months	March 2013*
Cooper, Wanda	Virginia Beach	1st	3 months	March 2013*
Edwards, Roberta	Chesapeake	2nd	2 years	March 2015
Fox, Sharyn	Newport News	2nd	1 year	March 2014
Green, Richard	Suffolk	2nd	1 year	March 2014
Harrison, William	Virginia Beach	1st	3 months	March 2013*
Hughes, Yukari	Newport News	2nd	2 years	March 2015
Hurley, Dewey	Williamsburg	2nd	2 years	March 2015
Jones, Michael	Isle of Wight	2nd	2 years	March 2015
Lassiter, Randy	Norfolk	2nd	1 year	March 2014
Lewis, Henry	York County	1st	3 months	March 2013*
Lougee, Randolph	Norfolk	2nd	2 years	March 2015
Malbon, John	Virginia Beach	2nd	1 year	March 2014
Manly, Howard	Newport News	1st	3 months	March 2013*
McPherson, Carolyn	Virginia Beach	1st	3 months	March 2013*
Miles, Delceno	Virginia Beach	2nd	2 years	March 2015
Olekszyk, Philip	Gloucester	1st	3 months	March 2013*
Openshaw, James	Norfolk	1st	3 months	March 2013*
Tynch, Kirsten	Portsmouth	2nd	2 years	March 2015
Watkins-White, Shepelle	Chesapeake	1st	3 months	March 2013*
Whitlock, Bernie	Chesapeake	1st	3 months	March 2013*

Schmidt, Teresa**	Hampton			
Vacant	Newport News			
Vacant	Poquoson			
Vacant	Portsmouth			
Ford, Jay**	Virginia Beach			
Vacant	Virginia Beach			

Notes

*Members eligible for a second term. All will be sent letters in January 2013 to determine desire to continue membership with CTAC for another term of three years.

**Members will receive official HRTPO Board approval at its January 17, 2013 meeting.

Summary

- **11 Seats Up for Renewal**
 - Cherry, Don
 - Christopher, Will
 - Cooper, Wanda
 - Harrison, William
 - Lewis, Henry
 - Manly, Howard
 - McPherson, Carolyn
 - Olekszyk, Philip
 - Openshaw, James
 - Watkins-White, Shepelle
 - Whitlock, Bernie
- **4 Vacancies**
 - (1) Newport News
 - (1) Poquoson
 - (1) Portsmouth
 - (1) Virginia Beach

AGENDA ITEM #10: FUTURE CTAC MEETING AGENDA ITEMS

Thursday, March 7, 2013

- EJ/Title VI Methodology
- Citizens Guide to Transportation Update
- Statewide Transit/Transportation Demand Management Plan Update
- Public Participation Plan Update: Final
- I-64 Peninsula Study – Draft Environmental Impact Statement

AGENDA ITEM #11: FOR YOUR INFORMATION

A. New HRTPO Website

The HRTPO has launched its new and improved website, reflecting the unique needs, values, and concerns of Hampton Roads' diverse stakeholders and citizens. The website is part of the HRTPO's effort of maintaining an accessible and transparent transportation planning process.

The new website serves as a how-to guide for accessing and getting involved in the various projects, programs, and other work of the HRTPO and gives citizens a direct say in the decisions made about transportation in our region. To facilitate this process and make it as easy as possible for citizens, the website continues to feature an events calendar and translator, allowing for the translation of the HRTPO's reports, notices, and website between a number of languages. The website can be viewed at www.hrtpo.org.

B. HRTPO 2012 Public Participation Plan

On December 5, 2012, the Draft HRTPO Public Participation Plan (PPP) Update closed for public comment. Originally intended to run for a 45-day comment period, the Draft PPP comment period was lengthened to 90 days. The comment period was extended to allow for the best opportunity for public comment. Comments received were considered and utilized in the finalization of the plan. The Public Participation Plan is now available as a final report.

C. RECORD OF DECISION ISSUED FOR THE RICHMOND TO HAMPTON ROADS PASSENGER RAIL STUDY

In a December 14, 2012 press release (attached), the Virginia Department of Rail and Public Transportation (DRPT) announced that the Federal Railroad Administration (FRA) had signed a Record of Decision (ROD) for the Richmond to Hampton Roads Passenger Rail Study, satisfying the requirements of the National Environmental Policy Act (NEPA) for a Tier I Environmental Impact Statement (EIS) that considered alternatives for improving rail service between the Richmond and Hampton Roads regions.

The issuance of the ROD makes DRPT and FRA eligible to initiate the Tier II NEPA process, which will develop, evaluate, and recommend specific improvements within the corridor that are consistent with the ROD and will achieve the purpose and need of the Tier I level study.

To review the Tier I Final EIS, go to http://rich2hrrail.info/pages/mp_reports.html#Tier.

Attachment 11-C

D. HAMPTON ROADS 2012 QUADRENNIAL FEDERAL CERTIFICATION REVIEW: FINAL REPORT

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) recently conducted a joint Planning Certification Review of the Hampton Roads Transportation Management Area. This review covers the period from 2008 through 2012. The certification review determines if the HRTPO's metropolitan transportation planning process adequately addresses major issues facing Hampton Roads in accordance with applicable Federal regulations, and also assesses the cooperative planning process between the HRTPO, transit operators, local governments, and state agencies.

As a result of this certification review, a report was prepared by FHWA/FTA summarizing the Federal team's findings on how the HRTPO currently addresses specific planning elements under the metropolitan planning regulations. The report identifies commendations and recommendations for improvement as well as notable planning practices and accomplishments by the HRTPO since the last certification review. In his remarks to the HRTPO Board at its November 2012 meeting, Mr. Ivan Rucker, Highway Safety Programs Manager/Freight and Emergency Coordinator for FHWA, noted "Not only has the HRTPO expanded the playing field, but they made the playing field more diverse." Most of the recommendations are not regulations; rather they reflect national interest and trends and are intended to assist the HRTPO in its efforts to effectively meet Federal planning requirements.

Handout



FOR IMMEDIATE RELEASE

December 14, 2012

Contact:

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(804) 786-7432

Amanda.Reidelbach@drpt.virginia.gov

**RECORD OF DECISION ISSUED FOR THE RICHMOND TO
HAMPTON ROADS PASSENGER RAIL STUDY**

Marks Completion of the Tier I National Environmental Policy Act Process

WASHINGTON –The Federal Railroad Administration (FRA) has signed a Record of Decision (ROD) for the Richmond to Hampton Roads Passenger Rail Study, satisfying the requirements of the National Environmental Policy Act (NEPA) for a Tier I Environmental Impact Statement (EIS) that considered alternatives for improving rail service between the Richmond and Hampton Roads regions.

The ROD records FRA’s decision to support the selected alternative identified by EIS proponent Virginia Department of Rail and Public Transportation (DRPT), which recommends increased conventional speed service (maximum 79 mph) along the existing Virginia Peninsula intercity passenger rail route from Newport News to Richmond. The selected alternative also recommends new higher speed service (maximum 90 mph) on the Southside route from Norfolk to Richmond, generally following U.S. Route 460 south of the James River.

Thelma Drake, director of the Virginia Department of Rail and Public Transportation (DRPT) said, “The Record of Decision is significant on many levels. It’s much more than a review of the environmental impact. This decision establishes the Southeast High Speed Rail Corridor route into Hampton Roads, at a time when the Commonwealth has initiated intercity passenger rail service to the region after a 35 year absence.”

In advance of the ROD, FRA and DRPT circulated the Final Tier I EIS for agency and public review on August 31, 2012. Comments received during the review period were addressed and summarized in the ROD. The Draft EIS, Final EIS and ROD are available at <http://www.rich2hrrail.info>.

With today’s announcement, DRPT and FRA are eligible to initiate the Tier II NEPA process, which will develop, evaluate and recommend specific improvements within the corridor that are consistent with the ROD and will achieve the purpose and need of the Tier I level study.

AGENDA ITEM #12: OLD/NEW BUSINESS

AGENDA ITEM #13: ADJOURNMENT